

Available Position
Administrative Specialist I

East Arkansas Community College is accepting application for an Administrative Specialist I. This position will be responsible for ensuring that students seeking advising and counseling services in the Hodges Student Services Complex will be served in a timely and effective manner. This position will also assist other departments in the Hodges Student Services Complex in an effort streamline the student experience.

Educational Requirement: High School diploma or GED.

Experience Required: Experience with Microsoft Office, Excel, Outlook, Publisher, and Word. Ability to work well with others, particularly college-aged students. Ability to provide a high level of customer service in person, in writing, as well as over the phone. Ability to adapt to changes.

Please submit an EACC application (www.eacc.edu) to EACC Personnel Office, 1700 Newcastle Rd., Forrest City AR 72335. Review of applications will begin immediately and continue until the position is filled.

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